

READING ROOM INSTRUCTIONS

In preparation for the Priority Telecommunications Services (PTS) Program solicitation "For Official Use Only" (FOUO) documents are being placed into a reading room to allow potential offerors a chance to review the solicitation documentation prior to submitting an offer.

The following rules apply to the PTS Reading Room:

Access to Reading Room documents are limited to contractor who intend to bid on the PTS Solicitation. Only prime contractors may make appointments for the Reading Room. A Prime Contractor may bring their Subcontractor personnel.

Location:

The PTS Reading Room is located at:

Department of Homeland Security (DHS) Headquarters (HQ)
Office of Procurement Operations (OPO)
301 7th Street SW
Washington D.C. 20024

Time Blocks:

April 16th to May 31st, 2019
Tuesday Through Friday
10:00AM EST to 5:00PM EST

Access:

Potential Offerors shall reserve in three (3) hour time blocks in accordance with the instructions below. Offerors with intent to bid shall submit the completed Reading Room Request form which includes a list of personnel requiring access as well as a signed and completed Non-Disclosure Agreement (DHS 11000-6-Form – Attachment 9) for each person accessing the information. This form states that the information obtained from the Reading Room shall only be used in preparation of the subject solicitation and for no further purposes.

Forward all Read Room requests to BOTH the Contracting Officer (Toya.Reynolds@hq.dhs.gov) and the Contract Specialist (Matthew.Wetzel@hq.dhs.gov)

The Reading Room shall be available starting April 15, 2019 through the duration of the solicitation due date. Offerors intending to bid on the PTS solicitation may schedule a maximum of five (5) people per visit. Reservation requests shall be submitted at least three (3) business days in advance of the requested reservation time. Reservations will be confirmed in writing (email) by a DHS representative indicating the approved time and date.

At the designated day/time of the reservation, the five (5) offeror representatives listed in the reservation shall be admitted into the Reading Room to review the material made available. Representative substitutions will only be allowed 24 hours prior to the scheduled Reading Room time.

ATTACHMENT 8: Reading Room Instructions
70RNPP19R00000004

The Reading Room may be accessed as availability allows, but not more than one visit per week. Reservations will be made on a first-come, first-serve basis, using the procedures described above.

The Reading Room will be available Tuesday through Friday, offering two sessions each day: 10:00AM-1:00PM EST or 2:00PM – 5:00PM EST. The Offerors will have three (3) hours per visit to review material for the duration of the facilitation.

Offerors must be prepared to show a Government-issued identification (such as Driver's License) as well as company-issued identification (Badge, or Presentation Card). An OPO Escort will take up to five (5) individuals from the same company including subcontractors to the Reading Room. Offerors shall be required to sign in with their Name and Company. An OPO monitor will be located outside of the Reading Room to oversee events, however the monitor will not be able to answer any question or address any comments related to the documents provided in the Reading Room. Offerors are requested to submit all such questions to the Contracting Officer (Toya.Reynolds@hq.dhs.gov) and the Contract Specialist (Matthew.Wetzel@hq.dhs.gov).

All Reading Room documents will be provide in hard copy in a set of binders. Offeror's belongings will be stored in the Reading Room. Offerors may not remove or copy any documents from the hard copy binders available in the Reading Room. No photographs or scanning of any documents shall be permitted. However, note taking, limited to pen and paper is allowed. Anyone in violation of the rules may be subject to disqualification from bidding.

Checklist:

The following Checklist is provided as a summary for Offerors to check whether they have provided all the necessary information in order to successfully request a Reading Room Reservation:

- The name of the Prime Offeror
- Completed Reading Room Form (last page of attachment) with a list of all names in the group requesting access to the provided information, including Sub-Contractors if applicable.
- Letter of Notice of Intent to Bid, signed by a corporate representative.
- Signed Non-Disclosure Agreement (NDA) (DHS Form 11000-6) signed by each Offeror's representative seeking admission

Offerors only need to submit the Notice of Intent to Bid and the NDA once. Subsequent visits to the Reading Room only require the Reading Room Form and NDAs (for different members viewing the information).

The following rules apply to the Reading Room:

1. The following items are to be stored in a cabinet inside the Read Room:
 - Handbags
 - Briefcases
 - Totes of Any Variety
 - Cell Phones
 - Tablets

ATTACHMENT 8: Reading Room Instructions
70RNPP19R00000004

- Laptops
 - USB Flash Drives
2. Vendors are **only** allowed note paper, pen or pencil and a copy of the RFP.
 3. Vendors may not remove or copy any hard copy files made available in the Reading Room.
 4. Vendors may not take photographs or scan any documents.
 5. Anyone in violation of the rules may be subject to disqualification from bidding.
 6. Monitors and escorts will not answer any PTS program-related or document-related questions. The vendor should direct all questions to the Contracting Office (Toya.Reynolds@hq.dhs.gov)

Number	Access Level	Document Name	Description
1	Reading Room (FOUO)	National Security and Emergency Preparedness (NS/EP) Priority Services Functional Requirement Specifications (FRS)	<i>This document addresses Voice-over-Long Term Evolution (VoLTE) requirements, Operator Services requirements, and the Special Routing Arrangement Service (SRAS) to ensure continuity of NS/EP services as communications evolve into packet switched networks</i>
2	Reading Room (FOUO)	NS/EP Priority Services Test & Evaluation Master Plan	<i>This document provides a framework for verifying the service capabilities developed through the Next Generation Network Priority Services Program (NGN PS) meet the functional requirements to evolve the operational environment sustained by Priority Telecommunications Services (PTS) Program</i>
3	Reading Room (FOUO)	Special Routing Arrangement Services (SRAS) Security Classification Guide	<i>This document provides security classification guidance for information associated with SRAS. This guide shall be cited as the basis for classification, reclassification, and declassification of information and materials under DHS cognizance and control related to SRAS</i>
4	Reading Room (FOUO)	Government Emergency Telecommunications Services (GETS)/ Wireless Priority Services (WPS) Security Classifications Guide	<i>This document provides security classification guidance for information associated with GETS and WPS. This guide shall be cited as the basis for classification, reclassification, and declassification of information and materials under DHS cognizance and control related to GETS and WPS.</i>

Cybersecurity and Infrastructure Security Agency (CISA)
Emergency Communications Division (ECD)
Priority Telecommunications Services (PTS)
Reading Room Request Form



**Homeland
Security**

Company Name:		Date of Request:
Letter of Intent to Bid Submitted:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Representative Name and Company:	Non-Disclosure Agreement:	DHS Directive 1102*
1.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
* Reviewed DHS Management Directive 11042.1 Safeguarding Sensitive But Unclassified Information (https://www.dhs.gov/xlibrary/assets/foia/mgmt_directive_110421_safeguarding_sensitive_but_unclassified_information.pdf)		
Please Choose Date (And Alternate Date) To Access the Reading Room:		
Desired Date:		Morning Session (10:00AM -1:00PM EST) <input type="checkbox"/>
		Afternoon Session (2:00PM – 5:00PM EST) <input type="checkbox"/>
Alternate Date:		Morning Session (10:00AM -1:00PM EST) <input type="checkbox"/>
		Afternoon Session (2:00PM – 5:00PM EST) <input type="checkbox"/>

Return Completed Form, Signed Non-Disclosure Agreements, and Letter of Intent to Bid To **Both** the Contracting Officer (Toya.Reynolds@hq.dhs.gov) and the Contract Specialist (Matthew.Wetzel@hq.dhs.gov) in Order to Schedule Your Time.